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HEALTH EQUIPMENT NOTE

29

PHARMACEUTICAL DEPARTMENT

Department of Health and Social Security: London

Welsh Office: Cardiff

Scottish Home and Health Department: Edinburgh

Health Equipment Note Number 29

Pharmaceutical Department

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1. Scope

This Equipment Note gives guidance on the design of pharmaceutical departments serving one or more hospitals. It is intended to be read in conjunction with the corresponding Building Note which relates to the design and planning of such a department. The advice given in this Note should be considered in the light of the recommendations of the report of the Working Party on the Hospital Pharmaceutical Service (Noel Hall Report) (HMSO—32½p) and of HM(71)70. The requirements of a department serving the larger number of beds mentioned in the Working Party report are not covered by this Note and where work is undertaken on behalf of other hospitals or hospital authorities on an area or sub-regional basis, or alternatively where services are received from an area or sub-regional facility, then provision will be varied accordingly.

2. General Considerations on the Use of Equipment Notes

2.1 Equipment Note No. 1 (Equipping a Hospital Building) provides an introduction to the series of departmental Equipment Notes, advice on their application, and guidance on the task of preparing equipment schedules for individual building projects. This departmental Equipment Note is intended to be used within the general planning framework set out in Equipment Note No. 1 and in the manner described therein. The equipment listed in this note is classified into four groups:—

Group 1: Items (including engineering terminal outlets) supplied and fixed within the terms of the Building Contract.

Group 2: Items which have space and/or building construction and/or engineering service requirements and are fixed within the terms of the Building Contract but supplied under arrangements separate from the Building Contract.

Group 3: As Group 2 but supplied and fixed (or placed in position) under arrangements separate from the Building Contract.

Group 4: Items supplied under arrangements separate from the Building Contract; possibly with storage implications but otherwise having no effect on space, building construction or engineering service requirements.

It is recommended that these classifications be used in all stages of planning.

3. Special Considerations in Respect of this Note

3.1 This Note assumes that the pharmacy will be one which is required to provide for the manufacture of some sterile and non-sterile preparations in addition to the dispensing of prescriptions for both in-patients and out-patients, the supply of drugs to wards and departments, the custody of drugs and other pharmaceutical supplies, an information service, and some training.

3.2 The extent to which facilities will be needed for bulk preparations, including pre-packing and own process control, specialised quality control. or preparation of special formulations will depend on the arrangements which exist for such activities to be carried out on an inter-hospital, area, or sub-regional basis. Where a pharmacy is also supplying services for outlying hospitals, certain additional facilities may be necessary.

3.3 The Equipment Note must therefore be regarded as a guide which will need adaptation where the pharmacy is providing services on an area or regional basis, and the Regional Pharmaceutical Advisory Committee, Area and Principal Pharmacists concerned should be consulted from the start of planning.

3.4 The equipment detailed in this Note is regarded as suitable to the department described in Building Note No. 29 and has been listed in work area, room or space sequence conforming to that Building Note. The lists are drawn up in such a way that they can be applied to departments of varying sizes serving groups containing from 300 to 1,200 beds and of varying designs within the context of the Building Note. To achieve this flexibility, the method of applying the lists will vary thus:—

3.4.1 Quantities of equipment are listed in columns according to the number of beds to be served.

3.4.2 For recurring rooms such as staff lavatories, equipment is shown on a unit basis and provision should be in accordance with paragraph 57 of the Building Note.

3.4.3 Some minor items have been grouped under general headings and these have been given aggregated cost allocations in arriving at the cost guide figures. This has been done to avoid a detailed listing of relatively inexpensive small items and to afford a degree of flexibility in their choice.

3.5 Some fixed items of equipment (Group 1) have already been mentioned (and costed) in the Building Note, but it has been thought useful to include them again in the Equipment Note which represents the results of a comprehensive review of the requirements. Reference should be made, however, to the Building Note—Part V Engineering Services—for further information on the mechanical services and electrical installation. It is particularly important that before purchasing equipment requiring services there should be adequate consultation to ensure compatibility. Structural elements, floor coverings, non-specialised heating and light fittings and similar items which are basic to any building are not included in the Equipment Note:

neither are window blinds and window curtain tracks since these requirements will vary with local circumstances.

3.6 It is realised that the equipment requirements in particular departments may differ from the recommendations because of the nature of work undertaken and the techniques employed; and some variations will often be necessary within the Basic Lists. Similarly, the need for the items shown under Additional Lists and the quantities thereof, will depend on local circumstances. As indicated in Equipment Note No. 1, Section V, the requirements will need to be examined in consultation with the head of the department or main users.

3.7 Throughout the schedule, for the sake of uniformity, references to dispenser, paper towels are associated with holders, sack, free standing. Suitable adjustments will need to be made where linen towels are to be used.

3.8 In all cases where imperial measurements have been quoted the appropriate metric equivalents may be used.

3.9 It is for individual hospital authorities to make rules about smoking in the hospitals under their control and management (see Hospital Memorandum HM(71)53) and accordingly no reference is made to ashtrays or to smoking throughout this Note.

3.10 Damage by equipment to buildings

Many items of equipment are potential causes of recurring damage to the fabric of NHS buildings and to other equipment. Damage can be minimised not only by incorporating protective materials in the building structure but also by ensuring that the equipment selected is designed to eliminate, as far as is practicable, those features which are liable to cause damage. Particular attention is drawn to BS 4322/68 which sets out recommendations for the buffering of hospital vehicles such as trolleys and refers less specifically to other categories of equipment. Precautions should also be taken to prevent damage caused by projections from stationary equipment, particularly where the angle of projection may be altered as, for example, the angle of a balkan beam fitted to a tilting bed.

Early co-operation with the architect and designers is essential.

4. Cost

4.1 Guidance on the cost of equipping this department to the standard shown in this schedule is given against the list of equipment (Groups 2, 3 and 4 only) for each work area, room or space. Departmental cost summaries for a range of sizes relating to the number of beds served are shown in Appendix 7.1 to this Note. In using these cost figures, the considerations referred to in Section IV of Equipment Note No. 1 together with paragraph 2.1 of this Note should be borne in mind.

4.2 Costs are based on prices prevailing at the time of compilation of this Note. Departmental Cost Summaries are revised in accordance with the movement of prices and are promulgated by the Department as Equipment Cost Allowance Guides.

5. **Basic Accommodation**	Page reference	Computer Room Codes
5.1 DISPENSING SECTION	—	—
5.1.1 Dispensing area	3–4	40520–40540
5.1.2 Ante-room or bay	4	40010–40030
5.1.3 Out-patient waiting and service area	5	60690–60710
5.1.4 Messengers' service area	5	70220 & 70230
5.2 MANUFACTURING SECTION	—	—
5.2.1 Bulk preparation room	5–6	40130/50/70
5.2.2 Laboratory	6–7	20230
5.2.3 Wash-up	7	41390 & 41400
5.3 STERILE PRODUCTS SECTION	—	—
5.3.1 Wash-up	8	41160 & 41170
5.3.2 Preparation room	8–9	40650/70/90
5.3.3 Autoclave area	9	40080–40100
5.3.4 Inspection, labelling and storage	9	40570–40590
5.3.5 Aseptic room	10	40040–40060
5.4 STORES	—	—
5.4.1 Goods reception	—	—
5.4.1.1 External goods entrance	10	—
5.4.1.2 Storekeepers' office	10	71030
5.4.1.3 Goods receiving store	11	31150
5.4.1.4 Returnable empties store	11	33450

	Page reference	Computer Room Codes
5.4 STORES	—	—
5.4.2 Dressings store	11	30960
5.4.3 Main drug store	12	30970 & 30980
5.4.4 Security store for dangerous drugs, poisons and drugs liable to misuse	12	31340 & 31350
5.4.5 Container store	12	30870
5.4.6 Flammable store	13	31050
5.4.7 Cool store	13	30880
5.5 STAFF	—	—
5.5.1 Chief Pharmacist's office	13	70320
5.5.2 Deputy Chief Pharmacist's office	14	70480
5.5.3 Clerk's office	14	70440–70460
5.5.4 Combined technical information and seminar room	15	81070–81090
5.5.5 Staff lavatories (female and male)	15	50870 & 50910
5.5.6 Porters' room	15	71520 & 71530
5.5.7 Cleaners' room	16	33460
5.6 DEPARTMENTAL ITEMS	16	91870 & 91880
6. Additional Accommodation	—	—
6.1 STAFF ROOM	16	80880–80900

Schedules of Equipment

5. Basic Accommodation

5.1 DISPENSING SECTION

5.1.1 *Dispensing area*

		No. of acute beds served			*Notes*
		300–550	*551–1000*	*1001–1200*	
Basic List					
Group 1:	Bench units	As reqd.	As reqd.	As reqd.	At working level—arranged in parallel.
	Clock, electric	1	1	1	
	Counter, service	As reqd.	As reqd.	As reqd.	Opening into out-patient waiting area and messenger service area (see 5.1.3 and 5.1.4).
	Cupboard, drug	1	1	1	Suitable for storing drugs liable to misuse, with internal light (see Building Note Paragraph 15 and HM(70)1).
	Dispenser, soap	1	2	3	
	Gas point	2	4	4	
	Piped suction	As reqd.	As reqd.	As reqd.	Where available.
	Sink	2	4	6	Taps fitted with bottle filling nozzles or hose connections.
	Socket outlet, twin	As reqd.	As reqd.	As reqd.	Trunking system.
	Storage	As reqd.	As reqd.	As reqd.	At high and low level.
	Telephone	1	1	1	
Group 2:	Dispenser, label	1	2	2	
	Dispenser, nailbrush	1	1	1	
	Dispenser, paper towel	1	2	2	
	Location index	1	1	1	
Group 3:	Bath, water and stand	1	1	1	Gas or electrically heated.
	Bin, broken glass	1	1	1	Subject to requirements.
	Bin, disposal, bottles	1	1	1	Subject to requirements.
	Bin, disposal, general purpose	2	2	3	
	Cabinet, card index, 4-drawer	1	1	1	
	Counter, tablet, electronic	1	1	2	
	Cupboard, steel	1	2	2	Or cabinet, filing.
	De-ioniser, water	1	1	1	

5. **Basic Accommodation**

5.1 DISPENSING SECTION (continued)

5.1.1 *Dispensing area* (continued)

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 3: (contd.)	Gas ring with flexible tube ..	2	4	4	Or hotplate, electric.
	Holder, sack, free standing, medium	1	2	3	
	Mixing machine, pharmacy ..	1	1	1	
	Refrigerator, lockable, 230 litres (8 cu. ft)	2	2	2	
	Scales, precision, direct reading ..	2	2	2	
	Slab, ointment, electrically heated..	1	1	1	
	Stool, high, adjustable, swivel, with back	3	6	6	
	Stool, step	1	2	2	
	Table, mobile, braked, writing desk surface	1	2	2	
	Trolley, general purpose	1	2	3	
	Typewriter, label	1	2	2	
Group 4:	Brush, bottle and holder	12	12	12	
	Chart, tablet identification.. ..	1	1	1	
	Containers, various, allocation ..	1	2	2	
	Damper, label	1	2	2	
	Desk set	1	1	1	
	Dispenser, adhesive tape	1	2	2	
	Filtering apparatus	1	1	1	
	Glassware, pharmacy, general, allocation	4	9	9	
	Pharmaceutical sundries, allocation	1	2	2	
	Rack, label	1	1	1	
	Sieve, brass mesh, set	1	1	1	
	Strainer, metal, fine mesh, 5 in. ..	1	1	1	
	Cost Guide (excluding Group 1) ..	£1,800	£2,300	£3,000	
Additional list					
Group 3:	Cabinet, drying, hot air	1	1	1	May be required for glassware.
	Cost Guide (Additional List) ..	£75	£75	£75	

5.1.2 *Ante-room or bay*

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 1:	Cupboard, drug, emergency, lockable with	1	1	1	See BN29 paras 139 and 143.
	Refrigerator, 28 litre (1 cu. ft.) ..	1	1	1	
	Racking, storage	As reqd.	As reqd.	As reqd.	This may take the form of two-tier sloping racks designed to take empty and filled ward containers.
Group 3:	Trolley, ward containers	4	6	6	
Group 4:	Containers, ward	24	36	48	
	Cost Guide (excluding Group 1) ..	£165	£245	£280	

5. Basic Accommodation

5.1 DISPENSING SECTION (continued)

5.1.3 *Out-patient waiting and service area*

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 1:	Board, notice	1	1	1	
	Counter, service	1	1	1	Should be designed to screen dispensing area from waiting space.
	Socket outlet, single	1	1	1	
Group 3:	Seating	12	20	28	A variety of chairs of matching design, upright and easy, with and without arms, should be provided.
	Stand, umbrella	1	2	2	
	Table, occasional, square	3	5	7	
Group 4:	Bin, waste paper	3	5	7	
	Decorative features, general, allocation	1	1	1	
	Cost Guide (excluding Group 1)	£205	£320	£470	

5.1.4 *Messengers' service area*

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 1:	Counter, service	1	1	1	
	Shelf	1	1	1	At working level. Size as required.
	Telephone	1	1	1	
Group 3:	Chair, stacking	1	2	2	
	Cost Guide (excluding Group 1)	£5	£10	£10	

5.2 MANUFACTURING SECTION

5.2.1 *Bulk preparation room*

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 1:	Clock, electric	1	1	1	
	Cupboard, drug	1	1	1	Suitable for storing drugs liable to misuse with internal lighting (see Building Note 29 paragraph 15 and HM(70)1).
	Dispenser, soap	As reqd.	As reqd.	As reqd.	
	Gas Point	2	4	4	
	Sink	As reqd.	As reqd.	As reqd.	A low level unit should be included, sited in worktops. Taps fitted with bottle filling nozzles or hose connections.
	Socket outlet, twin	As reqd.	As reqd.	As reqd.	Trunking systems.
	Still	1	1	1	Or de-ioniser.
	Storage	As reqd.	As reqd.	As reqd.	
	Telephone	1	1	1	Inter-com.
	Worktop	As reqd.	As reqd.	As reqd.	
Group 2:	Dispenser, label	1	2	2	
	Dispenser, tape	1	2	2	
	Dispenser, paper towel	1	1	1	
	Dispenser, nailbrush	1	1	1	

5.2.1 *Bulk preparation room* (continued)

		No. of acute beds served			Notes
		300–550	*551–1000*	*1001–1200*	
Basic List					
Group 3:	Balance, tablet counting	1	1	1	
	Bath, water	1	1	1	
	Bin, disposal, general purpose	1	2	3	
	Bottle filling machine	1	1	1	
	Cabinet, card index, 4-drawer	1	1	1	
	Chair, desk	1	1	1	
	Counter, tablet, electronic	1	1	1	Type according to work load.
	Desk	1	1	1	
	Gas ring with flexible tube	1	2	3	Or hotplate electric.
	Holder, sack, free standing, medium	1	1	1	
	Homogeniser	1	1	1	
	Labelling machine	1	1	1	
	Mixing machine, electric	1	1	1	
	Ointment filling machine with accessories	1	1	1	
	Ointment mill	1	1	1	
	Pan, steam heated, S/S	1	1	1	Subject to requirements.
	Pump, fluid	1	1	2	
	Pump, vacuum	1	1	1	
	Scales, platform, 100 Kg	–	1	1	
	Scales, precision, direct reading	2	3	3	
	Shaker, bottle, electric	1	1	1	
	Slab, ointment, electrically heated	1	1	1	
	Stirrer, electric with attachments	1	2	2	
	Stool, high, adjustable, swivel, with back	2	2	2	
	Tank, round bottomed, 25 litres	1	2	2	With lid, dipstick, taps and frame on castors.
	100 litres	1	2	2	
	Trolley, general purpose	1	2	3	
	Tube closing machine, rotary	1	1	1	
	Tube crimping machine	1	1	1	
Group 4:	Filling heads	1	3	5	
	Glassware, general, allocation	3	5	6	
	Hydrometer, set	1	1	1	
	Mould, suppository or pessary:				
	1 gm	1	2	3	
	2 gm	1	2	2	
	4 gm	1	2	3	
	8 gm	1	2	2	
	Numbering machine	1	1	1	
	Pharmaceutical sundries, allocation	1	1	1	
	Sieve, brass mesh, set	1	1	1	
	Timer, minute interval	1	1	1	
	Cost Guide (excluding Group 1)	£3,100	£3,700	£3,900	
Additional List					
Group 3:	Pump, electric, vacuum/pressure	1	1	1	If piped suction not available.
	Cost Guide (Additional List)	£60	£60	£60	

5.2.2 *Laboratory*

		Quantity	*Notes*
Basic List			
Group 1:	Bench, laboratory	As required	Vibration free.
	Clock, electric	1	With sweep second hand.
	Cupboard, fume	1	
	Cupboard, storage with drawer and shelf	As required	
	Dispenser, soap	1	
	Gas point, twin outlet	1	
	Piped suction		Where available 2 points.
	Sink, laboratory with laboratory type fittings	2	
	Socket outlet, twin	6	
	Telephone	1	

		Quantity	*Notes*
Basic List			
Group 2:	Dispenser, paper towel	1	
Group 3:	Balance, analytical	1	
	Cabinet, card index, 4-drawer	1	
	Chair or stool, laboratory	1	For each member of staff.
	Compressor, air	1	
	Holder, sack, free standing, medium	1	
	Melting point apparatus	1	
	Meter, pH	1	
	Photometer, flame	1	
Group 4:	Bin, waste paper	1	
	Glassware, general, allocation	1	
	Tray, filing	1	
	Cost Guide (excluding Group 1)	£800	
Additional List			For hospitals operating major quality control schemes.
Group 3:			
	Balance, torsion	1	
	Bath, water, electric, thermostatic	1	
	Colorimeter, photo-electric	1	May not be required if spectrophotometer is available.
	Galvanometer, taut suspension, minor	1	
	Hotplate and magnetic stirrer	1	
	Incubator	1	For sterility testing, if required.
	Lamp, mercury vapour	1	
	Mantle, heating, set	1	Subject to requirements.
	Microscope and accessories	1	
	Oven, electric with fan	1	
	Refractometer	1	
	Spectrophotometer U/V	1	
	Tablet disintegration test apparatus	1	
	Tester, vacuum moisture	1	
Group 4:	Micrometer	1	
	Particle size apparatus	1	
	Stopclock	1	
	Tester, tablet hardness	1	
	Viscometer	1	Subject to requirements.
	Cost Guide (Additional List)	£2,200	

5.2.3 *Wash-up*

This area might form part of the bulk preparation room.

		No. of acute beds served			*Notes*
		300–550	*551–1000*	*1001–1200*	
Basic List					
Group 1:	Bottle washing machine, automatic	–	1	1	
	Dispenser, soap	–	1	1	
	Shelving, storage	–	As reqd.	As reqd.	For clean and returned containers.
	Sink, deep type with elbow action taps	–	2	2	Mixer for taps.
	Socket outlet, twin	As reqd.	As reqd.	As reqd.	Trunking system.
Group 2:	Dispenser, paper towel	–	1	1	
Group 3:	Holder, sack, free standing, medium	–	1	1	
	Trolley, bottle drainage	–	1	2	
	Trolley, general purpose	–	1	2	
	Cost Guide (excluding Group 1)	–	£85	£160	

5. Basic Accommodation

5.3 STERILE PRODUCTS SECTION

This unit would not normally be necessary for a hospital under 500 beds where group facilities for this work are available (see Building Note paragraph 37).

5.3.1 *Wash-up*

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 1:	Bottle washing machine, automatic	1	1	1	
	Dispenser, soap	1	1	1	
	Shelving, storage	As reqd.	As reqd.	As reqd.	For clean and returned containers.
	Sink, deep type, with elbow action taps	2	2	2	Mixer for taps.
	Socket outlet, twin	As reqd.	As reqd.	As reqd.	Trunking system.
Group 2:	Dispenser, paper towel	1	1	1	
Group 3:	Holder, sack, free standing, medium	1	1	1	
	Trolley, bottle drainage	1	2	2	
	Trolley, general purpose	1	2	2	
	Cost Guide (excluding Group 1)	£85	£160	£160	

5.3.2 *Preparation room*

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 1:	Conveyor with bottle rinsing arrangement and pressure tanks for rinsing water	1	1	1	For manufacture of intravenous fluid and bottled water.
	Filling head for liquids	1	2	2	
	Cupboard, storage	–	As reqd.	As reqd.	
	Clock, electric	1	1	1	
	Dispenser, soap	2	2	2	
	Filtering unit	1	2	2	
	Gas point	1	1	1	
	Sink, with elbow action taps	2	2	2	
	Socket outlet, twin	As reqd.	As reqd.	As reqd.	Trunking system.
	Washer, tumbler, electric	1	1	1	For washing rubber bungs.
	Worktop	As reqd.	As reqd.	As reqd.	
Group 2:	Dispenser, paper towel	2	2	2	
	Dispenser, nailbrush	1	1	1	
Group 3:	Ampoule filling machine	1	1	1	
	Ampoule sealing machine, hand operated	1	1	1	
	Ampoule washing machine	1	1	1	
	Bath, water, electric, thermostatic	1	1	1	
	Cabinet, card index, 4-drawer	1	1	1	
	Capping machine	1	1	1	If required for fitting aluminium overseals.
	Compressor, air, small	1	1	1	
	Crate, galvanised wire, set	1	1	1	For bottles—subject to requirements.
	Gas ring, with flexible tube	1	2	2	
	Holder, sack, free standing, medium	2	2	2	
	Printing machine, glassware, with type	1	1	1	
	Scales, precision, direct reading	2	2	2	
	Stirrer, electric with attachments	1	1	1	For solutions.
	Stool, high, adjustable, swivel, with back	1	2	4	
	Tank, round bottomed, 50 litres	2	2	2	With lid, dipstick and frame on castors.
	100 litres	1	1	1	
	Trolley, general purpose	1	1	1	
Group 4:	Glassware, general, allocation	2	2	2	
	Numbering machine	1	1	1	
	Timer, minute interval	2	2	2	
	Pharmaceutical sundries, allocation	2	2	4	
	Cost Guide (excluding Group 1)	£1,250	£1,250	£1,400	

5. Basic Accommodation

5.3 STERILE PRODUCTS SECTION (continued)

5.3.2 *Preparation room* (continued)

		No. of acute beds served			*Notes*
		300–550	*551–1000*	*1001–1200*	
Additional List					
Group 3:	Pump, vacuum/pressure, electric ..	–	1	1	If piped suction is not available.
	Cost Guide (Additional List) ..	–	£60	£60	

5.3.3 *Autoclave area*

		No. of acute beds served			*Notes*
		300–550	*551–1000*	*1001–1200*	
Basic List					
Group 1:	Autoclave, spray cooled	2	2	2	Air balanced if necessary. Complete with low loading type truck.
	Clock, electric	1	1	1	
	Dispenser, soap	1	1	1	
	Gas/electricity point	1	1	1	For steamers or bench sterilizers.
	Oven, hot air	1	1	2	
	Socket outlet, twin	As reqd.	As reqd.	As reqd.	Trunking system.
	Sterilizer, bench (autoclave) ..	1	1	1	
	Softener, water	1	1	1	Required for spray-cooled autoclaves and for stills.
	Still	2	2	3	
Group 2:	Dispenser, paper towel	1	1	1	
Group 3:	De-ioniser, water	1	1	1	Capacity according to requirement.
	Holder, sack, free standing, medium	1	1	1	
	Trolley, autoclave loading ..	2	2	2	
Group 4:	Clock, interval timer	–	2	2	
	Pharmaceutical sundries, allocation	–	1	1	
	Steamer, eyedrops	1	1	1	
	Cost Guide (excluding Group 1) ..	£130	£235	£235	

5.3.4 *Inspection, labelling and storage*

		No. of acute beds served			*Notes*
		300–500	*551–1000*	*1001–1200*	
Basic List					
Group 1:	Bench unit	As reqd.	As reqd.	As reqd.	
	Dispenser, soap	1	1	1	
	Shelving, adjustable	As reqd.	As reqd.	As reqd.	For storage.
	Sink	1	1	1	
Group 2:	Dispenser, label	2	2	3	
	Dispenser, paper towel	1	1	1	
Group 3:	Box, viewing	1	2	3	For examination of bottle fluids.
	Chair or stool	1	1	1	For each member of the staff.
	Desk	–	1	1	
	Holder, sack, free standing, medium	1	1	1	
	Labelling machine	–	1	2	
	Lamp, examination	1	1	2	
Group 4:	Damper, label	1	2	2	
	Dispenser, adhesive tape	2	2	3	
	Magnifier, hand	1	1	1	For examinations of ampoules.
	Stamp, numbering, rubber	–	1	1	
	Stapler	1	1	1	
	Cost Guide (excluding Group 1) ..	£55	£155	£250	

5. **Basic Accommodation**

5.3 STERILE PRODUCTS SECTION (continued)

5.3.5 *Aseptic Room*

		No. of acute beds served			*Notes*
		300–550	*551–1000*	*1001–1200*	
Basic List					
Group 1:	Basin, lavatory	1	1	1	
	Bench unit	As reqd.	As reqd.	As reqd.	
	Cabinet, laminar flow	1	1	2	For carrying out aseptic techniques.
	Dispenser, soap	1	1	1	In air lock.
	Gas point	1	1	1	
	Hook, clothes	1	2	2	In air lock.
	Piped suction	1	1	1	For filtration.
	Sink with elbow action taps	1	2	2	In air lock.
	Socket outlet, twin	As reqd.	As reqd.	As reqd.	Trunking system.
	Telephone	1	1	1	Inter-com.
Group 2:	Dispenser, nailbrush	1	1	1	
	Dispenser, paper towel	2	2	2	One in air lock.
Group 3:	Ampoule sealing machine, hand operated	1	1	1	
	Holder, sack, free standing, medium	2	2	2	One in air lock.
	Stool, high, adjustable, swivel, with back	2	2	2	
Group 4:	Ampoule filler, hand operated	1	1	1	
	Filter with membrane	2	3	3	
	Glassware, general, allocation	2	2	2	
	Cost Guide (excluding Group 1)	£195	£210	£210	

5.4 STORES

5.4.1 *Goods reception*

		No. of acute beds served			*Notes*
		300–550	*551–1000*	*1001–1200*	
5.4.1.1	External goods entrance	–	–	–	Nil equipment.
5.4.1.2	Storekeepers' office				
Basic List					
Group 1:	Basin, lavatory	1	1	1	
	Dispenser, soap	1	1	1	
	Hook, clothes	2	2	2	
	Socket outlet, twin	1	1	1	
	Telephone	1	1	1	With extension bell in store.
	Worktop	1	1	1	
Group 2:	Dispenser, paper towel	1	1	1	
Group 3:	Cabinet, card index, 4-drawer	1	1	1	
	Cabinet, filing, 4-drawer	1	1	1	
	Chair, desk	1	1	1	
	Chair, stacking	1	1	1	
	Desk or table	1	1	1	
Group 4:	Bin, waste paper	1	1	1	
	Desk set	1	1	1	e.g. pen stand, blotting pad, tray etc, according to individual requirements.
	Sundry office requisites, allocation	1	1	1	e.g. pencil, stapler, scissors, etc.
	Stapler, heavy duty	1	1	1	
	Cost Guide (excluding Group 1)	£85	£85	£85	

5. **Basic Accommodation**

5.4 STORES (continued)

5.4.1 *Goods reception* (continued)

5.4.1.3 Goods receiving store

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 1:	Benching	As reqd.	As reqd.	As reqd.	
	Shelving	As reqd.	As reqd.	As reqd.	
	Socket outlet, twin	1	1	1	
Group 2:	Dispenser, string	1	1	1	
Group 3:	Barrow, sack	1	1	1	
	Cupboard, steel, lockable	1	1	1	
	Scales, platform, 100 Kg	1	1	1	
	Stool, high	1	1	1	
	Truck, low loading, hand	1	1	1	
Group 4:	Cutter, wire	1	1	1	
	Dispenser, adhesive tape	1	1	1	
	Hammer	1	1	1	
	Opener, case	1	1	1	
	Pliers	1	1	1	
	Screwdriver	1	1	1	
	Spanner, adjustable	1	1	1	
	Stapler, heavy duty	1	1	1	
	Cost Guide (excluding Group 1)	£145	£145	£145	

5.4.1.4 Returnable empties store

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 1:	Racking	As reqd.	As reqd.	As reqd.	With space below for storage.
Group 3:	Ladder, step	1	1	1	
	Cost Guide (excluding Group 1)	£11	£11	£11	

5.4.2 *Dressing store*

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 1:	Benching	As reqd.	As reqd.	As reqd.	
	Cupboards	As reqd.	As reqd.	As reqd.	Small dressing items.
	Shelving	As reqd.	As reqd.	As reqd.	
Group 2:	Location index	1	1	1	
Group 3:	Ladder, step	1	1	1	
	Trolley, general purpose	1	1	1	
	Cost Guide (excluding Group 1)	£60	£60	£60	

5. Basic Accommodation

5.4 STORES (continued)

5.4.3 *Main drug store*

		No. of acute beds served			Notes
		300–550	*551–1000*	*1001–1200*	
Wet Section					
Basic List					
Group 1:	Shelving, adjustable, narrow ..	As reqd.	As reqd.	As reqd.	Arranged in bays.
	Storage	As reqd.	As reqd.	As reqd.	For commodities of the disinfectant type.
Group 2:	Location index	1	1	1	
Group 3:	Stand with tipping device ..	1	1	1	Subject to requirements.
	Cost Guide (excluding Group 1) ..	£21	£21	£21	
Dry Section					
Basic List					
Group 1:	Basin, lavatory	1	1	1	
	Shelving, adjustable, narrow ..	As reqd.	As reqd.	As reqd.	Arranged in bays.
	Sink, bucket	1	1	1	
	Storage	As reqd.	As reqd.	As reqd.	For large bins and containers.
Group 2:	Location Index	1	1	1	
Group 3:	Bin, storage, mobile, with lid, 112 lb capacity	6	6	6	
	Ladder, step	1	1	1	
Group 4:	Bucket, mop	1	1	1	
	Mop	1	1	1	
	Cost Guide (excluding Group 1) ..	£100	£100	£100	

5.4.4 *Security store for dangerous drugs, poisons and drugs liable to misuse*

		No. of acute beds served			Notes
		300–550	*551–1000*	*1001–1200*	
Basic List					
Group 1:	Cupboard, metal, lockable, with drawers.	As reqd.	As reqd.	As reqd.	Suitable for storing drugs liable to misuse, with internal lighting (see Building Note 29, para 15 and HM(70)1).
	Worktop	As reqd.	As reqd.	As reqd.	
Group 3:	Cabinet, filing, 4-drawer	1	1	1	
	Chair, stacking	1	1	1	
	Racking, metal, foot run	80	110	110	
Group 4:	Bin, waste paper	1	1	1	
	Cost Guide (excluding Group 1) ..	£120	£160	£160	

5.4.5 *Container Store*

		No. of acute beds served			Notes
		300–550	*551–1000*	*1001–1200*	
Basic List					
Group 1:	Racking	As reqd.	As reqd.	As reqd.	
	Shelving, storage	As reqd.	As reqd.	As reqd.	
	Cost Guide (excluding Group 1) ..	£—	£—	£—	

5. **Basic Accommodation**

5.4 STORES (continued)

5.4.6 *Flammable store* (The possibility of sharing with another department should be considered)

		No. of acute beds served			*Notes*
		300–550	*551–1000*	*1001–1200*	
Basic List					
Group 1:	Storage	As reqd.	As reqd.	As reqd.	
	Cost Guide (excluding Group 1) ..	£—	£—	£—	

5.4.7 *Cool Store*

		No. of acute beds served			*Notes*
		300–550	*551–1000*	*1001–1200*	
Basic List					
Group 1:	Refrigerator, lockable, 570 litres (20 cu. ft. capacity)	1	2	2	
	Shelving, storage	As reqd.	As reqd.	As reqd.	
	Cost Guide (excluding Group 1) ..	£—	£—	£—	

5.5 STAFF

5.5.1 *Chief Pharmacist's office*

		No. of acute beds served			*Notes*
		300–550	*551–1000*	*1001–1200*	
Basic List					
Group 1:	Hook, clothes	2	2	2	
	Socket outlet, twin	1	1	1	
	Telephone	1	1	1	GPO "Plan 7" connection to Clerk's Office.
Group 3:	Bookcase	1	1	1	
	Chair, desk	1	1	1	
	Chair, stacking	2	2	2	
	Chair, stacking, arm	1	1	1	
	Cupboard, steel	1	1	1	Or cabinet, filing.
	Desk	1	1	1	
	Rug	1	1	1	
	Table, side	1	1	1	
Group 4:	Bin, waste paper	1	1	1	
	Desk set	1	1	1	e.g. pen stand, blotting pad, etc according to individual requirements.
	Cost Guide (excluding Group 1) ..	£135	£135	£135	

5. Basic Accommodation

5.5 STAFF (continued)

5.5.7 *Cleaners' room*

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 1:	Cupboard, storage	1	1	1	19 cu. ft. for day to day stock of cleaning material etc.
	Drainer or worktop	1	1	1	At working height for washing bottles etc.
	Racks, pegs or hooks for implements	As reqd.	As reqd.	As reqd.	
	Shelf	1	1	1	
	Sink, bucket	1	1	1	
Group 3:	Cleaner, vacuum, domestic with accessories	1	1	1	
	Holder, sack, free standing, medium	1	1	1	
	Trolley, domestic, small	2	2	2	
Group 4:	Cleaning utensils, set	1	1	1	If required. According to local option.
	Cost Guide (excluding Group 1)	£100	£100	£100	
Additional List					
Group 3:	Scrubber/polisher	1	1	1	
	Cost Guide (Additional List)	£60	£60	£60	

5.6 DEPARTMENTAL ITEMS

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 1:	Directional signs, door labelling/ numbering	As reqd.	As reqd.	As reqd.	
	Incinerator	As reqd.	As reqd.	As reqd.	Or waste disposal unit.
Group 2:	First aid fire fighting equipment, allocation (e.g. hose reels, extinguishers, buckets, etc.)	1	1	1	See British Standards Code of Practice and Department of Health and Social Security Memorandum No. 16 on Hospital Fire Precautions.
Group 3:	Label printing machine	–	1	1	
	Cost Guide (excluding Group 1)	£80	£85	£85	

6. Additional Accommodation

6.1 STAFF ROOM

		No. of acute beds served			Notes
		300–550	551–1000	1001–1200	
Basic List					
Group 1:	Board, notice	1	1	1	
	Mirror	1	1	1	
	Socket outlet, twin	1	1	1	
Group 3:	Chair, easy or stacking	6	12	18	
	Cupboard, storage	1	1	1	
	Kettle, electric	1	1	1	
	Locker, clothes	1	1	1	} Subject to requirements.
	Rug	1	1	1	
	Table, occasional, square	2	2	2	
	Table, side	1	1	1	
Group 4:	Bin, waste paper	1	2	2	
	Cost Guide (excluding Group 1)	£245	£420	£580	

Health Equipment Note No. 29 — Appendix 7.1

Pharmaceutical Department

DEPARTMENTAL COST SUMMARY

To be read in conjunction with the explanatory notes in Section 4 of this Equipment Note and Section IV of Hospital Equipment Note No. 1.

The room cost guide figures for basic equipment (Groups 2, 3 and 4) applied to the standard schedule of basic accommodation for departments of various sizes, suggest departmental equipment cost totals of the following order:

Number of beds served		
300–550	*551–1000*	*1001–1200*
£9,050	£10,950	£13,800

In these totals no account is taken of the following:—

1. Equipment required for "basic accommodation" additional to the basic list, some guidance on which is given under the appropriate rooms.

2. Equipment required in "aditional accommodation", cost guides for which are shown on the appropriate pages as for basic accommodation.

Appendix 7.2

BRITISH STANDARDS

Guidance is given below on the British Standards considered appropriate for certain items listed in this Equipment Note. However, it is not the intention to imply that an item in a material other than that to which the British Standard relates is necessarily inappropriate.

Group	*Item*	*B.S.*	*Group*	*Item*	*B.S.*
1	Cupboard, D D A	2881	4	Hammer	876
	Hotplate, electric	3456 A12		Hydrometer (set)	718
	Oven, sterilizing, electrically heated	3421		Micrometer	870
	Refrigerator	2501		Mop	2764
	Sterilizer	3233		Pliers	3087
2	Bucket, fire fighting	1689		Screwdriver	2559 & 2584
	Dispenser, paper towel	1439		Tubing, rubber, plastics	2775
3	Adding machine	1909			
	Cabinet, steel or cabinet, filing	4438			
	Cleaner, vacuum	3028			
	Kettle, electric	3456 A3			
	Ladder, step	1893 & 3844			
	Meter, pH	3145			
	Microscope and accessories	3836			
	Photometer, flame	667			
	Scrubber/Polisher	3456 (B9)			
	Spectrophotometer	3875			
	Stool, step	1893			
	Trolley	4322			
	Typewriter, label	2481			

Appendix 7.1

Health Equipment Note No. 29

Pharmaceutical Department

Department of Health and Social Security
Welsh Office
Scottish Home and Health Department

Prices in brackets include postage.
Binders for both series of Notes are available price 50p (65p)
Department of Health and Social Security, Welsh Office and Scottish Home and Health Department, Hospital guidance publications include: Hospital Building Notes, Design Notes, Equipment Notes, Building Bulletins and Technical Memoranda.

Government publications can be purchased from the Government Bookshops in London (post orders to PO Box 569, SE1 9NH), Edinburgh, Cardiff, Belfast, Manchester, Birmingham and Bristol or through booksellers.

Health/Hospital Equipment Notes

1	Equipping a hospital building	10p (15½p)
4	Ward units	31p (39p)
6	Diagnostic X-ray department	75p (85p)
8	Physiotherapy department	23p (31p)
9	Occupational therapy department	25p (33p)
10	Kitchens	29p (37p)
11	Dining rooms	17p (25p)
12	Out-patient department	32½p (40½p)
14	Training school for nurses	15p (23p)
15	Pathology department	41p (50½p)
16	Boiler house and steam boiler plant	7½p (13p)
18	Administrative department	44p (53p)
19	Department of medical photography and medical illustration	21p (28p)
20	Mortuary and post-mortem room	19p (24½)
21	Maternity department	72½p (85½p)
22	Accident and emergency department	42½p (52p)
23	Children's ward	29p (36p)
24	Residential accommodation for staff	29p (38p)
25	Laundry	14p (19p)
28	Dental department of the out-patient department	30p (37p)
29	Pharmaceutical Department	48p (53p)
31	Psychiatric ward (type 1)	16p (19½p)
32	Psychiatric ward (type 2) and pre-discharge (hostel type) ward	30p (35½p)
34	Works Department	Out of print

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